VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

PURCHASE ORDER

Supplier: **PHILIPPINE DUPLICATORS, INC.**	P.O No: PO-GF-MOOE-2023-01-0017
Address: DOOR A-101 F. MENDOZA BUILDING, 141 - STO. NINO ST	Date: 01-11-2023
TIN: 000-41-2893	P.R No: GF-2022-09-01406
	Mode of Procurement: Direct Contracting

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: VSU-Main Campus	Delivery Term: FOB-VSU Baybay
Delivery Period: Within 30 calendar days upon receipt of P.O.	Payment Term: As per cost of items delivered

No	Unit	DESCRIPTION	Quantity	Unit Cost	Amount
1	pc	OPC Drum for Gestetner MP2001L **OFFER:** RICOH/GESTETNER	1	8,341.09	8,341.09
2	pc	Cleaning Blade for Gestetner MP2001L **OFFER:** RICOH/GESTETNER	1	1,093.24	1,093.24
3	pc	Charge Roller for Gestetner MP2001L **OFFER:** RICOH/GESTETNER	1	3,527.21	3,527.21
4	pc	Developer for Gestetner MP2001L **OFFER:** RICOH/GESTETNER	1	4,778.48	4,778.48
5	pc	DC Drive (C2615200) Ricoh Gestetner DX2430 **OFFER:** RICOH/GESTETNER	1	13,948.19	13,948.19
6	pc	Motor Assy C2745201) Ricoh Gestetner DX2430 **OFFER:** RICOH/GESTETNER	1	5,552.60	5,552.60
7	pc	Brushless Motor (C2615290) Ricoh Gestetner DX2430 **OFFER:** RICOH/GESTETNER	1	1,448.91	1,448.91
8	pc	Master Ejection (C2615230) Ricoh Gestetner DX2430 **OFFER:** RICOH/GESTETNER	1	1,404.58	1,404.58
9	pc	Harness (C2615280) Ricoh Gestetner DX2430 **OFFER:** RICOH/GESTETNER	1	976.12	976.12
		xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx			
		Purpose: For Office Use Intended: DTE			
				TOTAL:	40,800.42

Total Amount in Words: **Forty Thousand Eight Hundred and 42/100 Pesos Only**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day delay shall be imposed.

Very truly yours,

Conforme:

Supplier's signature Over Printed Name

EDGARDO E. TULIN
President

PO-2022-1229-84356

Date	
Fund Cluster: ______ Funds Available: ______ **NICK FREDDY R. BELLO** Head, Accounting	ORS/BURS No. : ______ Date of ORS/BURS : ______ Amount: ______

PO-2023-1229-84356

Annex F

OBLIGATION REQUEST AND STATUS **VISAYAS STATE UNIVERSITY** **Visca, Baybay City, Leyte**	No.:	02-101101-2023-01-
	Date:	1/11/2023
	Fund:	**GF**

Payee:	PHILIPPINE DUPLICATORS, INC.
Office:	DTE
Address:	DOOR A-101 F. MENDOZA BUILDING, 141 - STO. NINO ST

Responsibility Center	**Particulars**	**MFO/PAP**	**UACS Code / Expenditure**	**Amount**
DTE	Payment of IT Supplies and Equipment			40,800.42
	Total			**40,800.42**

A Certified:	Charges to appropration/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal	B Certified:	Allotment available and obligated for the purpose/adjustment necessary as indicated above
Signature:		Signature:	
Printed Name	**DANIEL LESLIE S. TAN**	Printed Name	**ALICIA M. FLORES**
Position:	VP for Admin. and Finance	Position:	Administrative Officer V
			Head, Budget Unit
Date:		Date:	

C **STATUS OF OBLIGATION**

Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
1-11-2023	Obligations	02-101101-2023-01-	40,800.42		40,800.42	
		Totals				